



STATE OF CALIFORNIA
Department of Business Oversight



EXAMINATION ANNOUNCEMENT
FINANCIAL INSTITUTIONS EXAMINER
OPEN EXAMINATION - STATEWIDE

EDMUND G. BROWN JR., Governor

Anna M. Caballero, Agency Secretary
Jan Lynn Owen, Commissioner of Business Oversight

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

OPEN EXAMINATION - STATEWIDE

WHO MAY APPLY

This is an OPEN STATEWIDE examination for the Department of Business Oversight (DBO). Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

HOW TO APPLY

The testing office will accept applications continuously and will notify and test applicants as needs warrant. Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. For your convenience, you may obtain a copy of the STD Form 678 on-line at <http://www.jobs.ca.gov>. Applications not submitted on STD Form 678 will be rejected. Applications must be POSTMARKED no later than the Cut-off date of **February 28, 2014** in order to participate in the **April/May 2014** exam. Applications postmarked, personally delivered or received via inter-office mail after 5:00 p.m. on the Cut-off date will not be accepted for any reason. **APPLICATIONS MUST INCLUDE A COPY OF TRANSCRIPTS.** Applications received without transcripts will be rejected. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF BUSINESS OVERSIGHT
ATTN: HUMAN RESOURCES/EXAM UNIT
1515 K STREET, SUITE 200
SACRAMENTO, CA 95814

APPLICANTS MUST PUT EXAM CODE 4CP01 ON THEIR APPLICATION

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

FINAL FILING DATE: CONTINUOUS FILING
CUT-OFF DATE: FEBRUARY 28, 2014

SPECIAL TESTING ARRANGEMENTS

If you have a disability that requires accommodation, mark the appropriate BOX IN Part 2 of the "Examination Application". You will be contacted about specific testing arrangements.

WRITTEN TEST

Applicants will be scheduled for the location nearest their residence unless otherwise indicated on the application. The written test will be scheduled on an as needed basis. Applicants will be notified of the written test in their area. It is anticipated that the exam will be held in April/May 2014.

SALARY RANGE: \$4,132 - \$6,052

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Note: All applicants must meet the education requirements for this examination by the written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Either I

Equivalent to graduation from college with a specialization in accounting, business administration, economics, finance or a related business/management specialization. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in **elementary and advanced or intermediate accounting, auditing, cost accounting, and business law.**

Or III

Completion of the equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in **elementary and advanced or intermediate accounting, auditing, and cost accounting and three semester hours of business law.** (Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

NOTE: **Applications must contain the following information on all related courses completed: title; semester or quarter credits earned; name of institution; completion date and degree.** Applications received without this information will be rejected.

SPECIAL PERSONAL CHARACTERISTICS

Ability to qualify for a fidelity bond; willingness to travel and work away from the headquarters office; willingness to work in a variety of settings; capacity for assuming progressively greater responsibility; tact; and good interpersonal skills.

POSITION DESCRIPTION

Under close supervision as a trainee, the incumbent performs the less difficult technical support work associated with conducting field examinations of financial institutions, business firms and service companies. As incumbents become more experienced, they will gradually assume responsibility for field examinations of small institutions that have few, in any discernible problems or assist higher level examiners in the larger, more complex examinations. Upon full journey level, they will be in-charge of the full range of tasks associated with the field examination of small to moderate sized financial institutions and branch offices; participate in the examination of, and the preparation of, reports on the financial condition of banks, transmitters of money abroad, insurers of money orders and traveler's checks, savings associations, credit unions, insurance premium finance companies and industrial loan companies.

Positions exist in Los Angeles, Sacramento, San Diego and San Francisco.

EXAMINATION INFORMATION

The testing period for this examination is 12 months which begins when a candidate is successful in the examination and is placed on the eligible list. Candidates may not be examined more than once in a testing period. This examination will consist of a Written Test. The test is a multiple choice written examination weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the written exam. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.** Please allow approximately 3 ½ hours for the completion of the written test.

Applicants will be scheduled for the location nearest their residence unless otherwise indicated on the application. The written test will be scheduled for **April/May 2014**. Applicants will be notified of the written test in their area at least 10 days prior to the written test date.

SCOPE

Written Test

- A. Knowledge of:
1. Basic arithmetical and statistical computations.
 2. Business Law.
 3. The English language with proficiency in reading, writing, and grammar.
- B. Ability to:
1. Accurately analyze data in situations.
 2. Apply and comprehend general accounting and auditing principles.
 3. Write English at a level necessary for successful job performance.
 4. Read English at a level necessary for successful job performance.

ELIGIBLE LIST INFORMATION

An OPEN-STATEWIDE eligible list will be established for the Department of Business Oversight. Names of successful candidates will be merged into the list in order of final score regardless of date. Eligibility expires 12 months after it is established however, candidates may re-compete after 12 months. Previous scores of successful candidates who re-compete will be abolished.

BACKGROUND INVESTIGATION

Competitors who are successful in this examination will be required to complete a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form STD-678, that is filled out prior to the examination. The hiring agency uses the information contained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

VETERANS PREFERENCE

Veterans' Preference Credit will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

GENERAL INFORMATION

It is the candidate's responsibility to contact the DBO Office of Human Resources at (916)445-3696 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available online at www.jobs.ca.gov, local offices of the Employment Development Department, and the Department of Business Oversight, 1515 K Street, Suite 200, (916) 445-6351 or at www.dbo.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure placement on the employment list. All candidates who pass the examination will be ranked according to their scores.

The Department of Business Oversight reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment with Department of Business Oversight or must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. Applicants applying under Government Code Section 18991 must provide documentation of retirement or honorable discharge from the United States Military. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, State Personnel Board offices, or at www.spb.ca.gov.

Examination Locations: If this examination requires a written test and/or qualifications appraisal interview, it will be scheduled throughout the State as the number of candidates and conditions warrant. Qualifications appraisal interviews are scheduled in Sacramento, San Francisco and/or Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service-wide promotional; 5) departmental open; and 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: California law allows the granting of Veterans' Preference Points in Open entrance examinations and Open-Non-promotional examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination and qualify for and have requested these points. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open-non-promotional examinations is granted as follows: 5 points for veterans and 10 points for disabled veterans. Directions to apply for Veterans' Preference Points are on the Veterans Preference Application (Form 1093), which is available at www.spb.ca.gov, State Personnel Board offices, and the Department of Veterans Affairs office.

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device.

California Relay (Telephone) service for the deaf or hearing-impaired:

From TDD Phone: 1-800-735-2929

From Voice Phone: 1-800-735-2922